



**Franklin City Council Agenda
January 23, 2023
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

FY 24 Agencies and Organizations Budget Request

7:00 P.M.

Regular Meeting

CALL TO ORDER. MAYOR BOBBY CUTCHINS
PLEASE TURN OFF CELL PHONES. MAYOR BOBBY CUTCHINS
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

A. Approval of January 9, 2023 minutes

2. FINANCIAL MATTERS

A. Budget Amendment 2023-14

3. OLD/ NEW BUSINESS:

- A. City of Franklin Transit Feasibility Study
- B. Isle of Wight Revenue Sharing Discussion
- C. Code of Ethics
- D. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Industrial Development Authority, HRPDC Community Advisory Committee, and;

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding Sandford vs. City of Franklin, Council vs. City of Franklin, Ferguson vs. City of Franklin. Wellington vs. City of Franklin.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on January 23, 2023; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

6. ADJOURNMENT

**CITY OF FRANKLIN, VIRGINIA
CONTRIBUTIONS TO AGENCIES & ORGANIZATIONS**

Name of Organization (City Council Budget)	Requested FY 2020-2021	Adopted FY 2020-2021	Requested FY 2021-2022	Adopted FY 2021-2022	Requested FY 2022-2023	Adopted FY 2022-2023	Requested FY 2023-2024	Requested Increase (Decrease)	Percent Increase (Decrease)
Blackwater Community Events	\$ -	\$ -	\$ 6,500.00	\$ 6,500	6,500	\$ 6,500	6,500	-	0%
Boys & Girls Club	7,500	4,500	7,500	4,500	7,500	4,500	7,500	3,000	67%
Chesterfield County Fire & EMS Med Flight	200	-	100	-	500	-	900	900	NA
Children's Center	3,400	-	3,400	-	3,400	-	3,400	3,400	NA
Cover 3	3,400	-	3,400	-	250,000	1,000	Not received	NA	NA
Downtown Franklin Association	65,000	20,000	55,280	6,500	-	-	-	-	NA
Endeppence	3,400	-	3,400	-	2,000	-	-	-	NA
Fifth District CASA Program-Voices for Kids	3,000	1,800	5,000	1,800	5,000	1,800	15,000	13,200	733%
Franklin Experience Inc.	-	-	6,500	5,000	6,500	5,000	6,500	1,500	30%
Genieve Shelter	10,000	4,500	10,000	4,500	10,000	4,500	15,000	10,500	233%
H.R. Military & Federal Facilities Alliance	4,154	3,813	4,131	4,131	4,161	4,131	4,032	(99)	-2%
Hampton Roads Workforce Council (Opportunity Inc.)	2,123	1,911	2,123	2,123	2,036	2,036	2,036	-	0%
P. D. C. C.	13,000	13,000	13,000	13,000	13,000	13,000	13,650	650	5%
Rawls Museum Arts - Net Grant	10,000	4,500	15,000	5,000	15,000	5,000	15,000	10,000	200%
Senior Services of Virginia	9,676	5,993	10,000	6,000	15,000	6,000	57,338	51,338	856%
Smart Beginnings Western Tidewater	15,000	13,500	15,000	13,000	15,000	13,000	15,000	2,000	15%
STOP Incorporated	15,000	900	9,145	1,000	1,000	1,000	1,000	-	0%
Virginia Legal Aid Society, Inc.	4,434	-	4,434	-	5,000	-	-	-	NA
Western Tidewater Free Clinic	41,600	3,600	40,800	3,600	43,900	3,600	48,981	45,381	1261%
Totals	\$ 210,887	\$ 78,017	\$ 214,713	\$ 76,654	\$ 405,497	\$ 71,067	\$ 211,837	\$ 141,770	198%
							Request Totals as of 1.23.23		
Other Agencies (Various Departments)									
5th District Court Serv- Juvenile Detention	\$ 106,408	\$ 92,705	\$ 104,288	\$ 93,000	\$ 104,600	\$ 200,000	\$ 420,000	220,000	110%
Blackwater Regional Library	260,543	234,489	266,157	266,157	243,346	243,346	258,573	15,227	6%
Community Corrections Program-5th Judicial District	12,506	9,583	12,691	9,600	16,234	16,234	23,024	6,790	42%
Franklin Southampton Econ. Development, Inc.	125,000	100,000	100,000	100,000	100,000	100,000	100,000	-	0%
Franklin/Southampton Chamber	8,500	8,500	8,500	8,500	8,500	8,500	8,500	-	0%
Hampton Roads Planning District Comm.	19,444	19,444	18,997	18,997	19,554	19,554	19,726	172	1%
Health Department	125,000	110,000	110,000	110,000	104,252	104,252	106,500	2,248	2%
Joint Operations - Southampton County	276,465	276,465	271,110	271,110	274,953	274,953	Not received	NA	NA
Western Tidewater Community Services Board	54,666	33,262	49,187	33,262	42,469	33,262	42,469	9,207	28%
Western Tidewater Regional Jail	1,021,052	1,021,052	1,021,052	1,021,052	970,457	970,457	Not received	NA	NA
Totals	\$ 2,009,584	\$ 1,905,500	\$ 1,961,982	\$ 1,931,678	\$ 1,884,365	\$ 1,970,558	\$ 978,792	\$ 253,644	-50%
							Request Totals as of 1.23.23		

Swearing In Ceremony & Regular City Council Meeting Minutes January 9, 2023

Call to order

The Franklin City Council held a swearing in ceremony with the Honorable Richard Francis to swear in the newly elected City Council members on January 9, 2023 at 6:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Councilman Linwood Johnson (6:03 p.m.); Councilwoman Wynndolyn Copeland; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Gregory McLemore; Councilman Ray Smith.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Trevelyn Linton, Director of Airport; Sarah Rexrode, Director of Social Services; Matthew Jeziarski, Director of IT; Camara Jacobs, Director of Human Resources; Sammara Green, Director of Parks & Rec; Chad Edwards, Director of Public Works; Selenia Boone, Commissioner of the Revenue; Zach Wright, Director of Power & Light; Dinah Babb, Treasurer; Tracy Spence, Director of Finance; Carson Blythe, Director of Tourism; Jennifer Maynard, Voter Registrar; Robert Porti, Deputy Chief of Police; Vernie Francis, Chief of EMS; Steve Patterson, Chief of Police.

Mayor Bobby Cutchins called the January 9, 2023 Work Session meeting to order at 6:00 P.M.

Swearing In Ceremony

The Honorable Richard Francis sworn in elected Councilman Gregory McLemore as representative of Ward 3, elected Councilwoman Jessica Banks as representative of Ward 6 and elected Mayor Bobby Cutchins.

Councilwoman Jessica Banks thanked her family and the citizens of Ward 6 for electing her into office. Councilwoman Wynndolyn Copeland thanked her family and the citizens of Ward 5 for electing her into office. Councilman Gregory McLemore thanked the citizens of Ward 3 for reelecting him for City Council. Mayor Bobby Cutchins thanks his family and the citizens and former Mayor Frank Rabil for entrusting him as Mayor of the City of Franklin.

Call to order

The Franklin City Council held a regular City Council meeting on January 9, 2023 at 7:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Vernie Francis; Chief of EMS; Robert Porti, Deputy Chief of Police; Chad Edwards, Director of Public Works; Dinah Babb, Treasurer; Sarah Rexrode, Director of Social Services; Carlee Gurskiy, Director of Community Development; Carson Blythe, Director of Tourism; Selenia Boone, Commissioner of the Revenue; Tracy Spence, Director of Finance.

Selection of Vice-Mayor

Mayor Bobby Cutchins entertained a motion to select a candidate as Vice-Mayor. Councilman Mark Kitchens made a motion to approve Councilwoman Wynndolyn Copeland as Vice-Mayor with a second from Councilwoman Jessica Banks.

Roll Call was taken

The motion carried the vote 6-1

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Nay

Mayor Bobby Cutchins confirmed the motion carried the vote.

Citizen’s Time

Ms. Brenda Peterson of 300 Rawlsdale Road, Franklin, Virginia, wanted to make Council aware of a situation with a homeless person she encountered over the holiday. There is a need for more resources to help those in need.

Amendments to Agenda

Mayor Bobby Cutchins asked if there any amendments to the agenda. There are no amendments at this time.

Consent Agenda:

- A. Approval of December 12, 2022 Meeting Minutes.

Mayor Bobby Cutchins asked if there were any corrections or additions for the December 12, 2022 meeting minutes.

Mayor Bobby Cutchins entertained a motion to approve the December 12, 2022 meeting minutes as presented. Councilman Mark Kitchen made a motion to approve the December 12, 2022 meeting minutes with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Financial Matters:

- A. Budget Amendment 2023-12

Tracy Spence, Director of Finance, stated that the 2022-2023 City Budget is hereby amended to:

1. Recognize grant revenue from the Litter Prevention and Recycling Program and to appropriate such revenue for new use;
2. Recognize State revenue from the Forest Sustainability Fund and to appropriate such revenue for new use;
3. Recognize revenues related to donations to Animal Control, Parks and Recreation, Tourism and the Police Department and appropriate such revenue for designated uses;
4. Recognize grant revenue from Franklin Southampton Charities for the Franklin Fire Department and Hunterdale Fire Department and to appropriate such revenue for new use;
5. Recognize grant revenue from the Camp Foundation for Franklin Fire & Rescue, Franklin Police Department, and the Hunterdale Volunteer Fire Department and to appropriate such revenue for new use; and
6. Reallocate appropriations within the Water & Sewer Fund projects to fund needed upgrades to the Wastewater Treatment Plant.

		2022-2023	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
#1				
100 GENERAL FUND				
REVENUE				
	100-3-24040-0007	Litter Control Grants	\$ -	\$ 8,437
				\$ 8,437
EXPENDITURES				
Beautification	100-4-81300-5855	Litter Control Grant	\$ 2,943	\$ 11,380
				\$ 8,437
#2				
100 GENERAL FUND				
REVENUE				
	100-3-24040-0017	Forest Sustainability Fund Revenue	\$ -	\$ 488
				\$ 488
EXPENDITURES				
Parks & Recreation	100-4-71300-8703	MLK Center Renovations	\$ 39,577	\$ 40,065
				\$ 488
#3				
100 GENERAL FUND				
REVENUE				
	100-3-18990-3005	Donations Animal Control	\$ -	\$ 780
	100-3-18990-3010	Donations Recreation		1,000
	100-3-18990-3040	Donations Fireworks		1,000
	100-3-18990-3041	Donations Police		1,300
				\$ 4,080
EXPENDITURES				
Parks & Recreation	100-4-71300-6018	Recreational Programs & Supplies	\$ 30,000	\$ 31,000
Tourism	100-4-81600-6017	Independence Day Celebration	\$ 1,000	\$ 2,000
Police	100-4-31100-7300	National Night Out	\$ 2,818	\$ 3,818
Police	100-4-31100-6010	Police Supplies	\$ 50,781	\$ 50,981
Animal Control	100-4-35100-3195	Veterinary Care	\$ 2,000	\$ 2,880
				\$ 4,080
#4				
220 FOUNDATION GRANT FUND				
REVENUE				
	220-3-18990-3001	Franklin/Southampton Charities	\$ 10,000	\$ 20,000
				\$ 10,000
EXPENDITURES				
	220-4-32100-8117	Fire Prevention - Other Grants	\$ 41,904	\$ 46,904
	220-4-91450-4009	Hunterdale Volunteer Fire Dept	20,000	25,000
				\$ 10,000
#5				
220 FOUNDATION GRANT FUND				
REVENUE				
	220-3-18990-3000	Camp Family Foundation Grants	\$ -	\$ 58,300
				\$ 58,300
EXPENDITURES				
	220-4-31100-5848	Camp Foundation Grant Police	\$ 14,102	\$ 28,102
	220-4-32100-5848	Camp Foundation Grant Fire	29,592	66,392
	220-4-91450-4009	Hunterdale Volunteer Fire Dept	25,000	32,500
				\$ 58,300
#6				
501 WATER & SEWER FUND				
EXPENDITURES				
	501-4-44112-8725	Dewatering Equipment	\$ 250,000	\$ -
	501-4-44120-8701	Electrical Upgrades	205,000	(205,000)
	501-4-44120-8702	SCADA Upgrade	135,000	(135,000)
	501-4-44120-8725	Wastewater Treatment Plant Upgrade	-	590,000
				\$ 590,000
				\$ -

City Manager Amanda Jarratt stated that the majority of these items are grant revenues that the City has received. The last item is reallocating money that is already there. There were issues that needed to be addressed.

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2023-12. Councilman Linwood Johnson made a motion to approve Budget Amendment 2023-12 with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Old/New Business:

A. City of Franklin Transit Feasibility Study

City Manager Amanda Jarratt stated that staff was instructed by Council to work with the Department of Rail and Public Transit to apply for a grant to study whether it makes sense to have some sort of transit system within the City of Franklin. The first portion of the study was fully funded by the Department of Rail and Public Transit. Mr. Nick Britton with Michael Baker Consulting, will present the current findings.

Mr. Nick Britton stated Franklin currently has I-Ride paratransit. Smithfield has I-Ride paratransit and HRT commuter. Windsor has I-Ride paratransit and Suffolk Transit fixed route. Isle of Wight County has I-Ride paratransit. More intensive transit service is feasible in Franklin, but long trips through surrounding counties are expensive with limited ridership opportunities:

- Courtland – 10 miles
- Windsor – 15 miles
- Capron – 15 miles
- Suffolk – 20 to 25 miles
- Smithfield – 30 miles.

Franklin has density and mobility needs for some type of transit. Longer trips, larger service areas can be part of a phased approach. Two types of service forwarded for further analysis are fixed route service and on-demand micro-transit service.

Mr. Britton shared the service options, option 1 being a fixed route service. The route is approximately 11 miles long, loop would take about 45-50 minutes to complete, would plan for hourly service so each stop was the same during any hour (i.e., YMCA always at :13). Stop locations are based on survey feedback, and expansion potential. Option 2 being on-demand micro-transit. Technology enabled and demand response, usually curb-to-curb service, similar to ridesharing services like Uber or Lyft, but there's no guarantee of a private trip. Fares tend to be higher than fixed route and zone-based trips must begin and end in zone.

B. Ward 4 Public Hearing Franklin City Public School Board

Mayor Bobby Cutchins opened the public hearing for the Franklin City Public School Board ward 4 vacancy.

Ms. Mona Murphy of 608 Walnut Street, Franklin, Virginia, would like to nominate Ms. Christine Boone. Ms. Boone earned her degree in Civil Engineering, also earning a CDL license. She has an extensive work history and has been an advocate of education.

Mayor Bobby Cutchins asked if there were any other nominations for the Public School Board ward 4. No other nominations for the School Board at this time.

Mayor Bobby Cutchins closed the public hearing for the Franklin City Public School Board ward 4 vacancy.

C. Juneteenth

Councilman Gregory McLemore stated that Council was in support of a Juneteenth event in conjunction with a 501(c)(3). The 501(c)(3) selected is Amun Ra LLC., a non-profit dedicated to enlightening the public regarding the facts and history about the federal holiday of Juneteenth. After much consideration, Councilman McLemore would like to have the support of the Council for the event in 2023. Councilman McLemore stated his vision for this event was much larger than he feels the City can take on at this point. His ambition is to bring Franklin and Southampton County the best Juneteenth even in the Hampton Roads. With the Council support, Councilman McLemore will include professional and celebrity talent to the best of his ability. Councilman McLemore placed a request with the City for a larger amount, after careful consideration, he is now requesting \$15,000.00 for artist and promotional content. This will only cover a fraction of the cost of the event, however, along with the nonmonetary support from other City departments, this would be enough to create an event worthy to make the City of Franklin a tourist destination. With the vote of Council this evening, this would give Councilman McLemore the ability to get started moving forward putting together the Juneteenth event, making this an exciting time for the City of Franklin.

City Manager Amanda Jarratt stated the total request is for \$15,000. The \$5,000 from the Tourism ARPA Funding would be used to help support the event. There is \$3,000 within the City of Franklin Parks and Recreation budget that can be allocated towards the event. That brings it to \$7,000 being taken from the unassigned fund balance to bring it to a total of \$15,000. If Council would like to proceed, Budget Amendment 2023-13 would allow these funds to be allocated to fund the Juneteenth event.

a. Budget Amendment 2023-13

		2022-2023 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
100 GENERAL FUND				
REVENUE				
	100-3-41050-0150 Use of Unassigned Fund Balance	\$ 607,687	\$ 614,687	\$ 7,000
				\$ 7,000
EXPENDITURES				
Tourism	100-4-81600-6018 Juneteenth Celebration	\$ -	\$ 7,000	\$ 7,000
				\$ 7,000

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2023-13. Councilman Ray Smith made a motion to approve Budget Amendment 2023-13 with a second from Councilman Linwood Johnson.

Councilman Gregory McLemore stated that he will recuse himself from the vote, due to the personal investment in the non-profit company.

The motion carried the vote 6-1-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Abstained

Mayor Bobby Cutchins confirmed the motion carried the vote.

D. City Manager's Report

City Manager Amanda Jarratt stated including in the agenda is the 2023 quarterly amnesty collection schedule. Amnesty week was previously moved to have 4 times per year schedule and shown to be been successful and continue to do that this. Today is also National Law Enforcement Appreciation Day, we want to thank our law enforcement and show them appreciation for all that they do.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention. A briefing on the radio system findings is scheduled for February 27, 2023.
- City Office's will be closed on Monday, January 16, 2023 in observance of Martin Luther King, Jr. day. Trash collection for Monday's route will occur on Tuesday, January 17, 2023.

Council/Staff Reports on Boards/Commissions:

Councilman Mark Kitchen asked City Manager is VML could be added to the next agenda to have them come out again and discuss the ethics of Council. City Manager Jarratt will get that scheduled.

No reports at this time.

Closed Session:

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects; Industrial Development Authority, HRPDC Community Advisory Committee, HRPDC, HRTAC, HRTPO, HRMFFA; and

2.2-3711-A-5, discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7, consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding Sandford vs. City of Franklin.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Motion Upon Returning to Open Session

Councilman Mark Kitchen move that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on January 9, 2023; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

Councilman Gregory McLemore made a motion to appoint Mayor Cutchins to the Hampton Roads Transportation Planning Organization, with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Councilman Gregory McLemore made a motion to appoint Mayor Cutchins to the Hampton Roads Transportation Advisory Committee, with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Councilman Gregory McLemore made a motion to appoint Mayor Bobby Cutchins to the Hampton Roads Military and Federal Facilities Alliance, with a second from Councilman Mark Kitchen.

Councilman Mark Kitchen made a motion to appoint Councilman Gregory McLemore to the Hampton Roads Planning District Commission, with a second from Councilman Linwood Johnson.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Adjournment

Councilman Mark Kitchen made a motion to adjourn the December 12, 2022 City Council meeting with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the meeting stands adjourn.

The January 9, 2023 City Council meeting was adjourned at 7:46 P.M.

Mayor

Clerk to City Council

BUDGET AMENDMENT 2023-14

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2022-2023 City Budget is hereby amended to:

1. *transfer the remaining Farmer's Market expenditure appropriations from the Parks & Recreation Department budget to the Tourism Department Budget; and*
2. *recognize grant revenue from SERCAP, Inc. for the Laurel Street Revitalization Project and to appropriate such revenue for new use.*

			2022-2023 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
			#1		
100 GENERAL FUND					
EXPENDITURES					
Tourism	100-4-81600-7001	Farmers' Market Expenses	\$ -	\$ 5,500	\$ 5,500
Parks Recreation	100-4-71300-7001	Farmers' Market Expenses	9,715	4,215	(5,500)
					<u>\$ -</u>
			#2		
297 LAUREL STREET REVITALIZATION					
REVENUE					
	297-3-18990-0100	SERCAP Inc. Grant Revenue	\$ -	\$ 30,000	\$ 30,000
					<u>\$ 30,000</u>
EXPENDITURES					
	297-4-86000-8000	SERCAP Inc. Grant Expenditures	\$ -	\$ 30,000	\$ 30,000
					<u>\$ 30,000</u>

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



347 Campbell Avenue, SW | Roanoke, Virginia 24016
540 345-1184 (P) | 540 342-2932 (F) | www.sercap.org



Hope F. Cupit, CPA
President & CEO

Walter Fleming
Board Chair

October 31, 2022

Amanda C. Jarratt, City Manager
City of Franklin
207 W. 2nd Avenue
Franklin, VA 23851

Dear Ms. Jarratt,

Southeast Rural Community Assistance Project, Inc. has approved the additional grant allocation below for your project in Southampton County:

<u>Project Allocation</u>	
Project Name	Laurel Street Neighborhood Housing Revitalization
Project Number	62709
Amount	\$30,000.00
Source of Funding	ST-45
Date of Meeting	10/31/2022
Type of Project	Wastewater
Comments	Plans, Specifications and Permits
Expiration Date:	9/30/2024

This grant is contingent upon the following:

Because our grant funds are limited, these grant funds must be spent within 24 months or they will be deobligated. We are well aware that delays are often encountered during the course of a project and will provide whatever assistance we can in moving the project to completion.

The Board of Directors requests that any materials produced and/or activities undertaken as part of this project must clearly acknowledge funding and/or assistance given by the Southeast Rural Community Assistance Project. To document the impact of this funding and/or assistance, copies of materials produced or notification of activities scheduled should be forwarded to Southeast Rural Community Assistance Project.

Southeast Rural Community Assistance Project looks forward to working with you to achieve this important community project.

Sincerely,

Hope Cupit (Nov 6, 2022 17:57 EST)

Hope Cupit

President and CEO

cc: Andy Crocker, Special Programs Manager
Lauren Mason, Director of Planning & Dev.
Charles Denny, Director of Finance

Governor Glenn Youngkin
Delegate Howard Otto Wachsmann
Senator L. Louise Lucas
Congressman Robert C. "Bobby" Scott



*Office of the City Manager
Amanda C. Jarratt*

January 18, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City of Franklin Transit Feasibility Study

Background Information

As you all are aware the City of Franklin has been working with Michael Baker Consulting and the Department of Rail and Public Transit to conduct a Transit Feasibility Study. The consultant will be in attendance for additional discussion with City Council.

Needed Action

Provide direction to staff on how to proceed.

City of Franklin Transit Feasibility Study

City Council Briefing

January 23, 2023

Michael Baker
INTERNATIONAL

We Make a Difference



Agenda

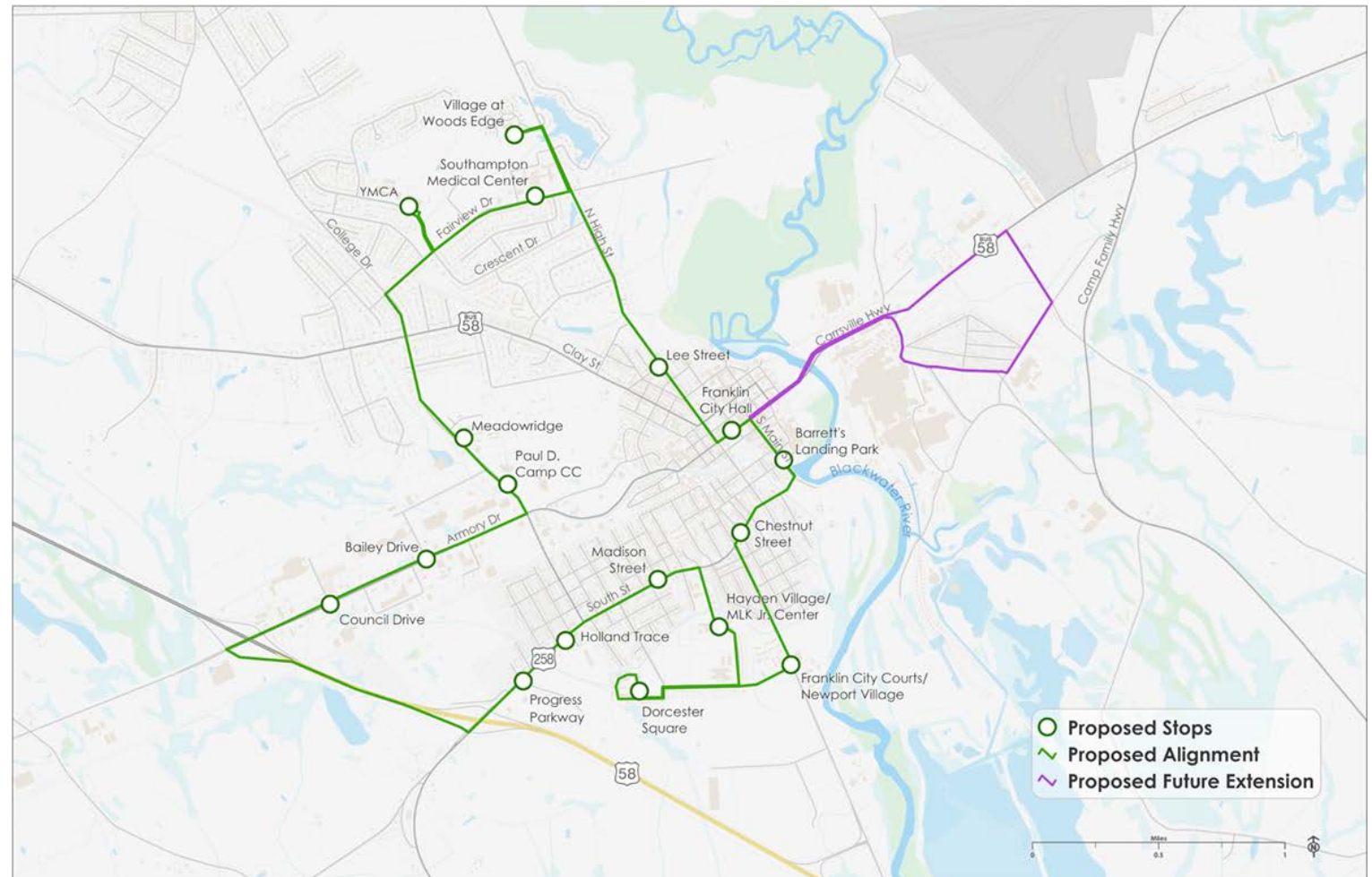
- Review of Service Options
- Service Cost Estimates
 - Service Assumptions
- Next Steps
- Demonstration Project Assistance Grant Requirements



Service Options

- Option #1: Fixed Route Service

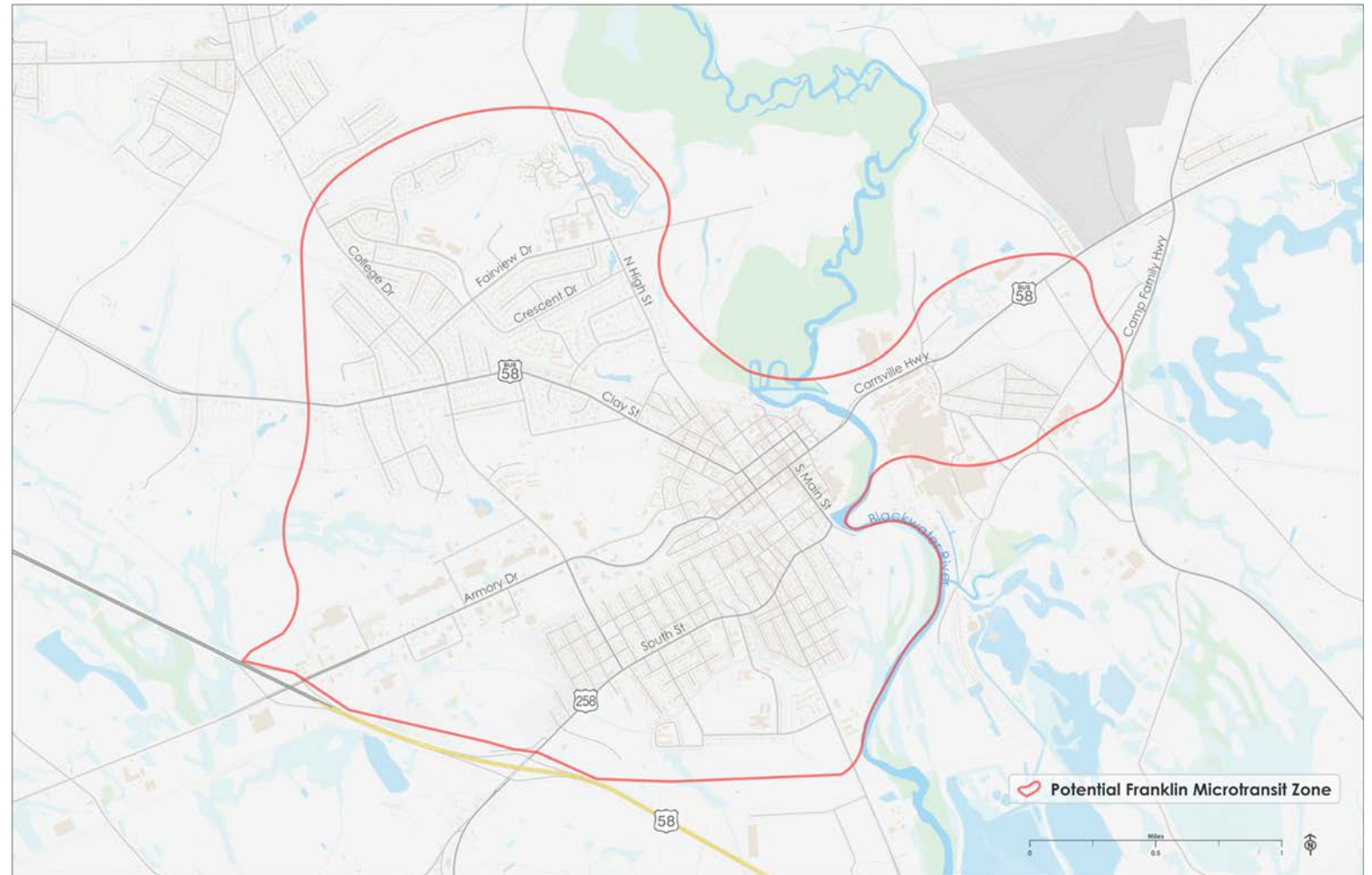
- Route is approximately 11 miles long
- Loop would take about 45 – 50 minutes to complete
- Would plan for hourly service so each stop was the same during any hour (i.e., YMCA always at :13)
- Stop locations are based on survey feedback
- Expansion potential



Service Options

- Option #2: On-Demand Microtransit

- Technology-enabled and demand response
- Usually curb-to-curb service
- Similar to ridesharing services like Uber or Lyft but there's no guarantee of a private trip
- Fares tend to be higher than fixed route
- Zone-based; trips must begin and end in zone



Service Cost Estimates

- Service Assumptions
 - Hours
 - M – F 7:00 AM – 6:00 PM
 - Sat. 10:00 AM – 5:00 PM
 - Sun. No service
 - 62 operating/revenue hours per week
 - Operations
 - Service would be fully contracted out (vehicles, drivers, etc.)
 - Service area
 - Fixed route as indicated on map
 - Microtransit service zone would be about 10.5 square miles



Service Cost Estimates

- Alternative #1 (Fixed Route Service)
 - Estimated per-hour cost of contracting out service: \$35/hour
 - Assumes 50/30/20 split for FTA 5311 funding (operating)

Service	Annual Operating Hours	Estimated Total Annual Operating Costs	Federal	State	Local
Fixed Route Circulator	3,224	\$112,840	\$56,420	\$33,852	\$22,568



Service Cost Estimates

- Alternative #2 (On-Demand Microtransit)
 - Assumes 50/30/20 split for FTA 5311 funding (operating)
 - TaaS stands for *transportation-as-a-service*

Scenario	Annual Revenue Hours	Estimated Hourly Cost (Range)	Total Annual Cost (Range)	Federal (Range)	State (Range)	Local (Range)
TaaS	3,224	\$50 - \$75	\$161,200 - \$241,800	\$80,600 - \$120,900	\$48,360 - \$72,540	\$32,240 - 48,360



Next Steps

- Apply for a demonstration project assistance grant with DRPT
 - Eligibility: “New Service: the deployment of new traditional public transportation services in an area not currently served by public transportation or in a currently served area that will provide additional connections.”
 - Funding/Match ratio is 80% (state)/20% (local)
 - Application deadline is February 1, 2023
 - Application typically requires commitment for demonstration project assistant grant and additional year(s) of funding through FTA
- Work with DRPT to procure contractor
- If successful, grant would be awarded July 1, 2023



Grant Requirements

- DRPT's Demonstration Project Assistance Grant requires a local match up to 20 percent
 - Fixed route service match (estimated):
 - Year 1: \$32,568
 - Year 2: \$27,568

Fixed Route Service Line Item	Year 1 Cost	Year 2 Cost	Notes
Annual Operations Cost	\$112,840	\$112,840	Based on \$35 per revenue hour estimate for 1 vehicle
Advertising and Support	\$50,000	\$25,000	Variable based on need
Total	\$162,840	\$137,840	
Local Match Requirement	\$32,568	\$27,568	Up to 20 percent



Grant Requirements

- DRPT's Demonstration Project Assistance Grant requires a local match up to 20 percent
 - Microtransit (estimated):
 - Year 1: \$55,300
 - Year 2: \$50,300

Microtransit Service Line Item	Year 1 Cost	Year 2 Cost	Notes
Service Initiation Fee	\$25,000	-	Based on average of multiple providers
Annual Operations Cost	\$201,500	\$201,500	Based on \$62.50 per revenue hour estimate for 1 vehicle
Advertising and Support	\$50,000	\$50,000	Variable based on need
Total	\$276,500	\$251,500	
Local Match Requirement	\$55,300	\$50,300	Up to 20 percent



City of Franklin Transit Feasibility Study

City Council Briefing

January 23, 2023

Michael Baker
INTERNATIONAL

We Make a Difference





Transit Feasibility Study for
City of Franklin
Isle of Wight County
Southampton County
January 2023

Memo 3: Evaluation of the Provision of Transit Service



Prepared by:

Michael Baker
INTERNATIONAL

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Introduction

The City of Franklin has engaged the Department of Rail and Public Transportation (DRPT) to explore the feasibility of public transportation in the Franklin area, which includes Isle of Wight County and Southampton County. Franklin is an independent city in a primarily rural area of the Commonwealth, but it is proximate to urban development and is an intermediate point between I-95 and the Hampton Roads region. Based on population trends, discussions with residents and stakeholders, and experience with the paratransit service, the City seeks to better understand the mobility needs of its residents and to determine whether some mode of public transportation may be feasible in the community.

Study Area Background

The analysis done in the prior Technical Memo, “Population and Land Use Analysis,” highlighted the very low densities of the counties adjacent to the City of Franklin. There were some exceptions to this—namely the Smithfield area, which is served by Hampton Roads Transit (HRT)—but within a roughly 25-mile radius of the city, there were Census block groups that exceeded 100 persons per square mile outside of Franklin. Within Franklin, the average density was in the range of 1,500. Employment (job) density metrics told the same story. Thus, the activity density measures of both Southampton County and Isle of Wight County did not support further evaluation of transit feasibility beyond the portions immediately adjacent to the City (see Figure 1).

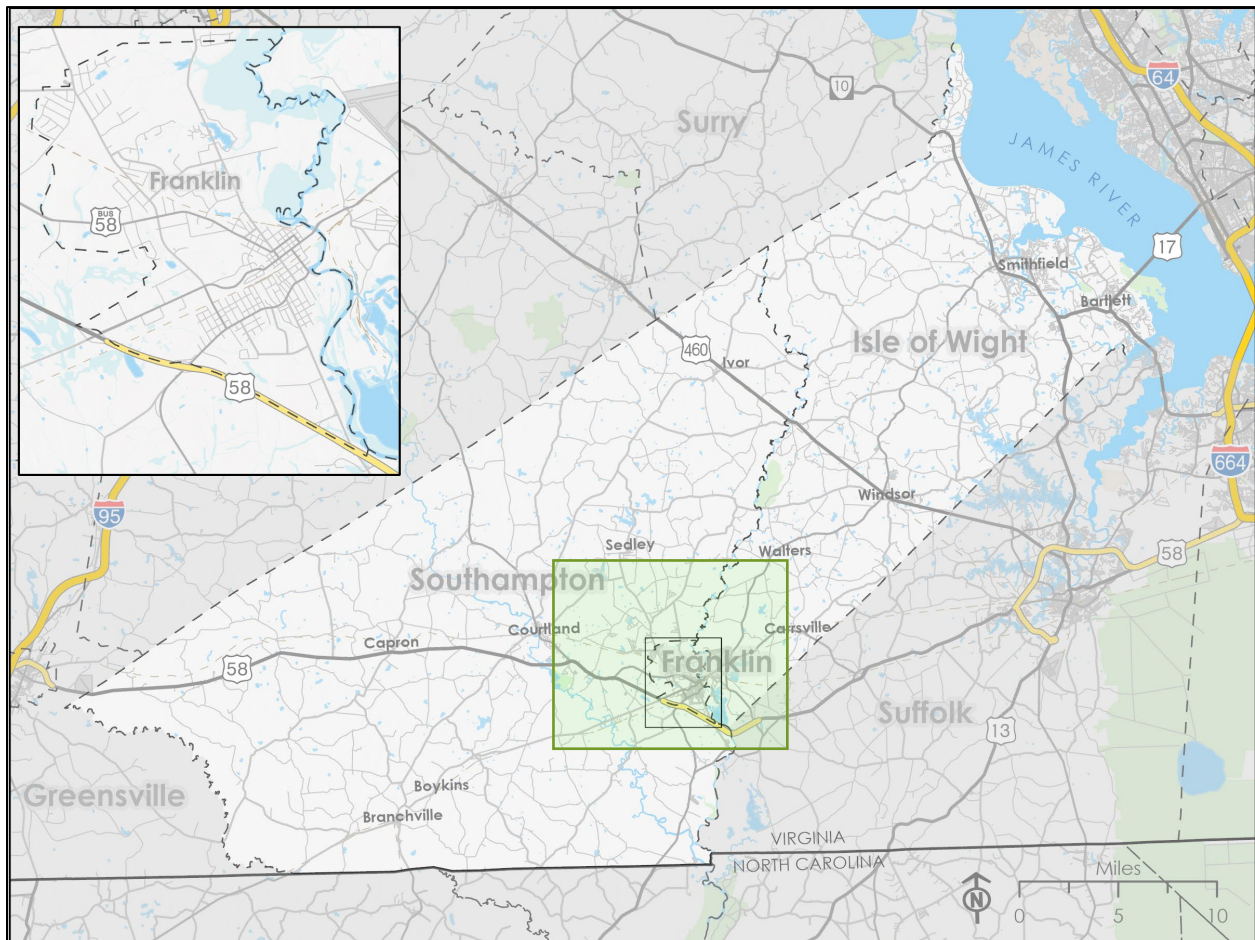


Figure 1. Map of study area with reduced service planning study area in green

The location of a majority of the major trip generators and the region’s multi-family and high-density housing also led to the decision to reduce the overall study area. Given the relative density of the entirety of the City of Franklin and the supporting metrics that fed into the determination of transit propensity (see Figure 2)—zero-car households, senior population, youth population, individuals with disabilities, people in poverty, and low-wage workers—service planning was limited to the City of Franklin and the areas of Isle of Wight and Southampton counties just outside the City.

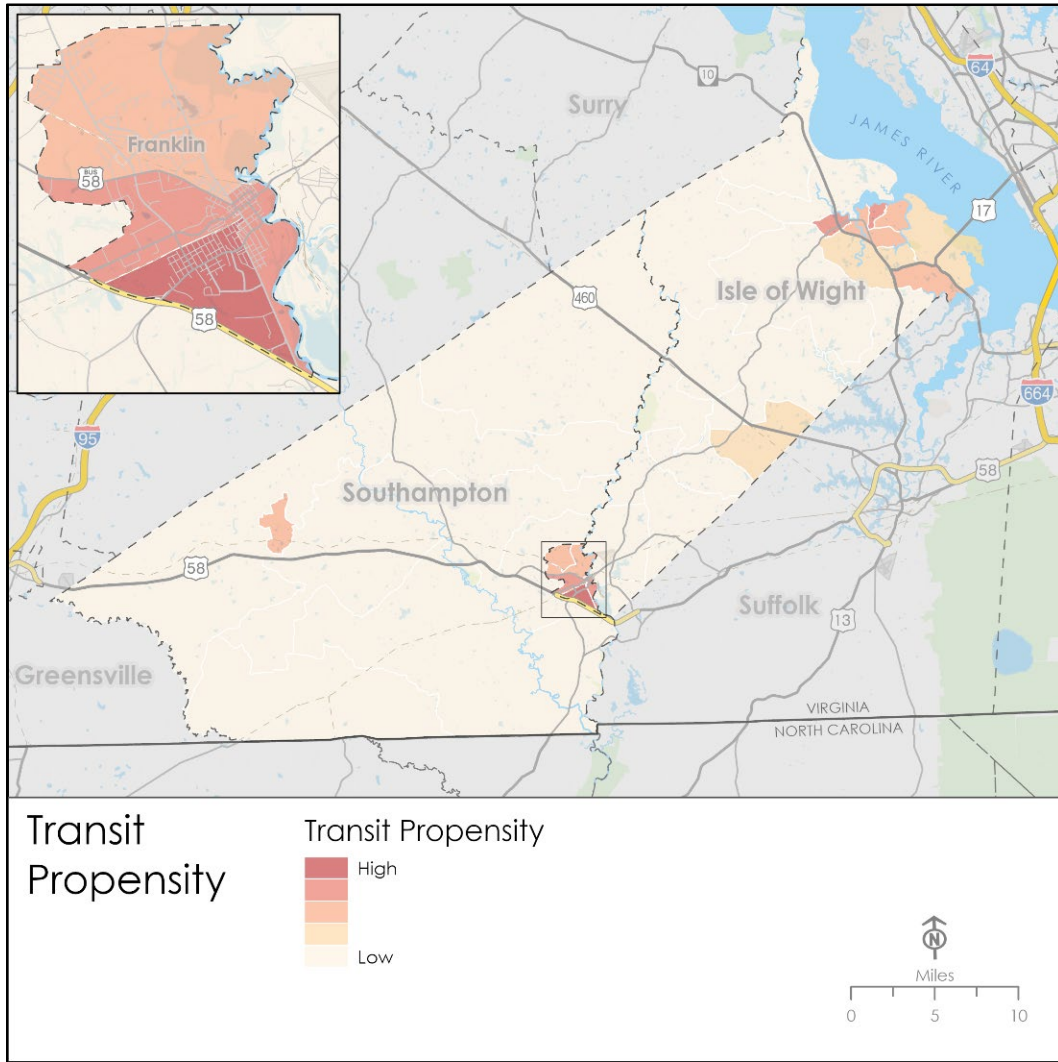


Figure 2. Transit propensity

Source: US Census American Community Survey, Longitudinal Employer-Household Dynamics

Review of Alternatives

Two alternatives were proposed, both of which are based on the distribution of transit-dependent populations, best practices, and public feedback. The two options covered two different transit modes: one, traditional fixed route, where a bus follows a predetermined route and stops at designated stops; and two, on-demand microtransit, which is a zone-based service, typically curb-to-curb, where riders can hail a transit trip with a short waiting period (see Figure 3 and Figure 4).

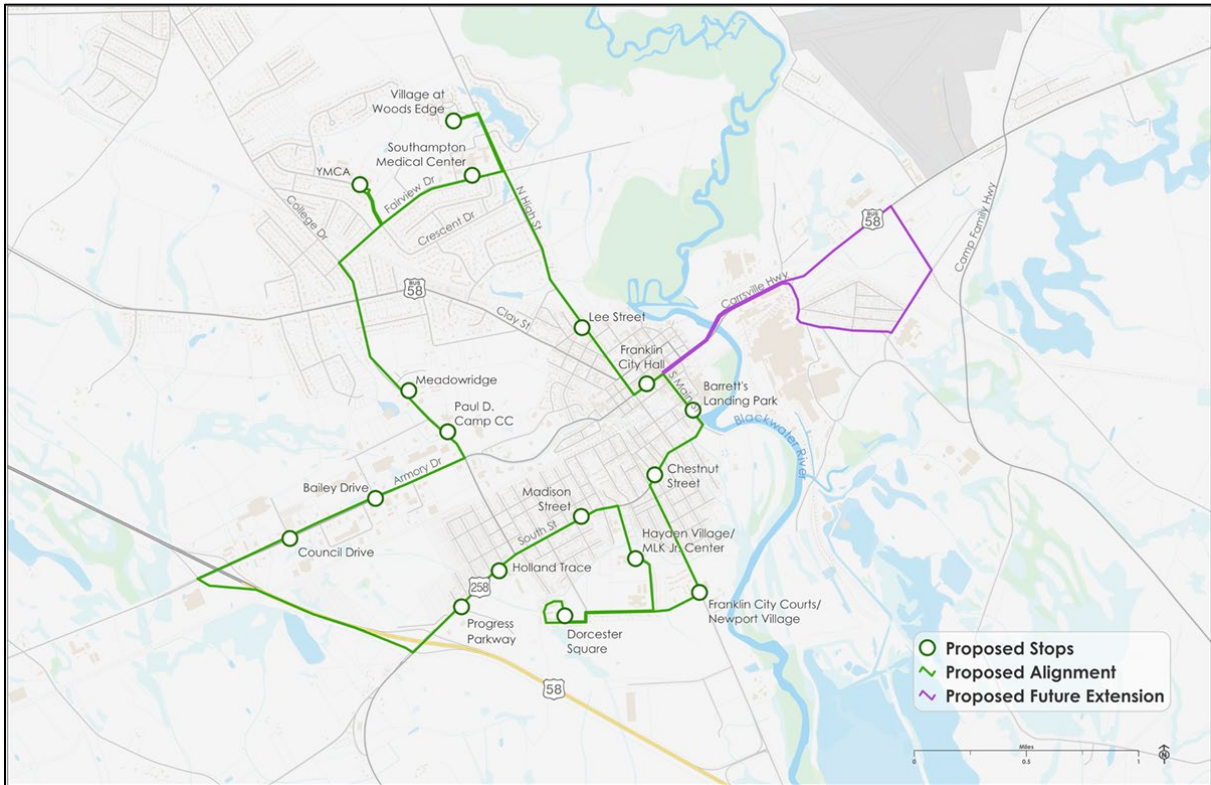


Figure 3. Fixed route circulator (Alternative #1)

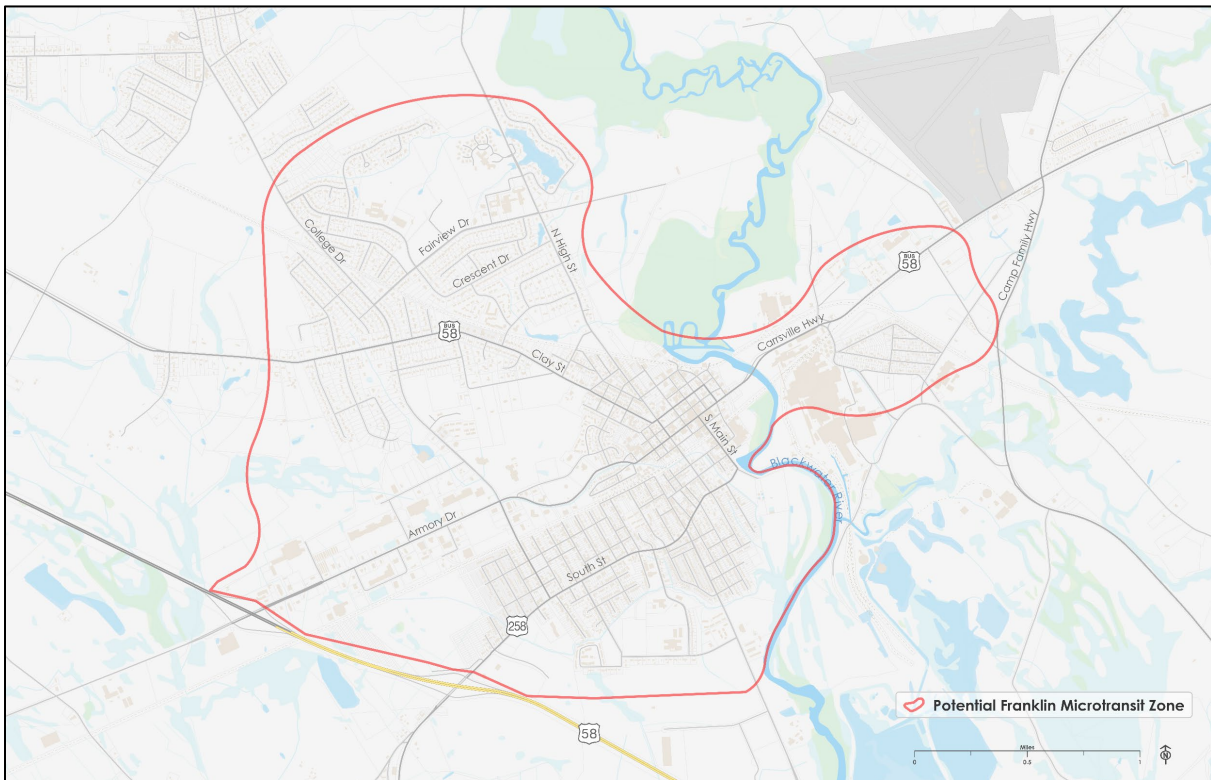


Figure 4. On-demand microtransit (Alternative #2)

Each service has pros and cons, but the primary difference is that there is generally a trade-off in terms of the cost of the ride and convenience for riders. In other words, while fixed route service usually has lower fares, riders are required to walk to predetermined bus stops and not every potential destination is easily accessible via the route. On the other hand, microtransit is curb-to-curb and any destination within the zone is available, but fares are usually higher.

Review of Costs

Service Assumptions

In both cases, the same service hours were proposed, which results in 3,224 revenue hours per year. This includes 62 hours of service per week: 11 hours of service Monday through Friday, seven hours on Saturdays, and no service on Sundays. It was also assumed that the City of Franklin would be procuring a full-service contractor to provide the transit service in either case, meaning that the City would not be responsible for procuring vehicles, hiring drivers, or maintaining vehicles. Based on a review of peer agencies and conversations with potential providers, the cost estimates below (Table 1 and Table 2) were developed. A single hourly-rate hourly rate (\$35 per revenue hour) was used to derive the estimate for Alternative 1, while a range was used to determine the microtransit estimate. Please note that these are only estimates and the cost of procurement of turnkey services will depend on a number of variables specific to each potential provider.

Service	Annual Operating Hours	Estimated Total Annual Operating Costs	Federal	State	Local
Fixed Route Circulator	3,224	\$112,840	\$56,420	\$33,852	\$22,568

Table 1. Estimated operating costs for fixed route transit service (Alternative #1)

Scenario	Annual Revenue Hours	Estimated Hourly Cost (Range)	Total Annual Cost (Range)	Federal (Range)	State (Range)	Local (Range)
Microtransit	3,224	\$50 - \$75	\$161,200 - \$241,800	\$80,600 - \$120,900	\$48,360 - \$72,540	\$32,240 - 48,360

Table 2. Estimated operating costs for microtransit service, fully contracted (Alternative #2)

These values are based on the FTA Section 5311 rural formula funding structure as administered by the Department of Rail and Public Transportation (DRPT). Under the Fixing America’s Surface Transportation (FAST) Act, the federal share for operating assistance is 50 percent. It is anticipated that the service would be funded by FTA Section 5311 grants once the initial project development grant is expended. The actual amount of federal and state assistance is dependent upon farebox, advertising, and other sources of revenue. Revenue from the sale of advertising and concessions may be used as local match under FTA Section 5311. For operating assistance, DRPT can provide a match of up to 30 percent, leaving the locality or agency with a required local match of 20 percent.

Table 3 shows a list of frequently asked questions for each of the services for the purposes of comparison. From an operations standpoint for the City of Franklin, since they will be contracting out

the transit provision, the major differences are with the cost of operating and the user experience for riders. Operating costs can be adjusted through changes to service parameters (size of zone/route, hours of operation, etc.), but the user experience for fixed route transit and microtransit vary significantly.

Service Scenario	Fixed Route Service	Microtransit Service
<i>What is the service area?</i>	Predetermined route with designated stops	Zone-based, approximately 10 square miles
<i>How do riders use the service?</i>	Board at designated stops	Use app or call center to request ride
<i>What is the typical wait time?</i>	Depends on schedule and rider’s arrival at stop	15 – 30 minutes depending on other trips
<i>What are some of the pros of this service type?</i>	<ul style="list-style-type: none"> • Lower fares • Route/trip consistency • Ease of use/familiarity • Lower operating costs 	<ul style="list-style-type: none"> • Convenience (curb-to-curb) • Potentially shorter waits • Larger universe of origin and destination points • Buses can wait for trips (no need to continue on route)
<i>What are some of the cons of this service type?</i>	<ul style="list-style-type: none"> • Buses always running during operating hours • Limited direct origin and destination points (stop-based) • Potentially longer waits 	<ul style="list-style-type: none"> • Higher fares • Potentially unfamiliar technology requirements • Higher operating costs • Unfamiliar service to most people
<i>How are ADA trips handled?</i>	ADA service must be provided within three-quarter mile of fixed route service	Microtransit vehicles can be ADA accessible
<i>Who are typical service providers?</i>	<ul style="list-style-type: none"> • Local government agencies • Area agencies on aging or transit agency • Private transit contractors (VRT, First Transit) 	<ul style="list-style-type: none"> • Local government agencies • Area agencies on aging or transit agency • Private transit contractors (VRT, First Transit) • Private mobility technology companies (Via, TransLoc)
<i>Who is the grantee?</i>	The grantee can be the local organization (city or AAA)	The grantee can be the local organization (city or AAA)
<i>What funding is available?</i>	FTA 5311	FTA 5311
<i>What is the typical funding breakdown for operating through FTA 5311 grants?</i>	80%/30%/20% (federal/state/local)	80%/30%/20% (federal/state/local)
<i>How many vehicles will be required?</i>	1 – 2 (spare vehicle required)	1 – 2 (spare vehicle required)

Table 3. Comparison of alternatives and frequently asked questions

Potential Service Providers

The procurement process for a turnkey provider will be required to follow federal and state regulations for procurement. There are a number of service providers in both the public and private sectors, and their costs, business models, and requirements for contracting vary significantly. On the microtransit side, many of the operators are private companies because the service is so heavily reliant on technology for the provision of service. On the other hand, the operation of fixed route service is more streamlined, though there are other challenges that microtransit may not encounter.

There are four different ways to provide transit but there is overlap between the different varieties. They are:

- **Local Government Agency:** In this scenario, a locality (city, county, etc.) runs the service through one of its departments. In this case, they are the grantee and are responsible for the procurement and maintenance of vehicles, the hiring and training of drivers, and the other requirements of direct operation of a transit agency. Local government agencies can be FTA/DRPT grant recipients.
- **Area Agency on Aging (AAA), Planning District Commission (PDC), or Transit Agency:** These organizations operate transit similarly to local government agencies but exist to provide specific services, including transit. If an AAA provides public transit, it is often part of a suite of services they provide to seniors in a region. They can provide either public transit (like Bay Transit) that is open to everyone or paratransit (like SSSEVA's I-Ride), which is qualifications-based. Transit agencies will generally provide both unless they have a third party operate the paratransit service. Examples include Hampton Roads Transit (HRT) and GRTC Transit Company in Richmond. Both AAAs and transit agencies can be grant recipients.
- **Private Transit Contractors:** These organizations are companies that offer transit services, usually through turnkey contracts. Two examples in Virginia include Virginia Regional Transit (VRT) and First Transit. They may have their own technology to power their service or may invest in a private mobility technology company (see below) to assist with the provision of services. In most cases, they are not the grant recipients—the agency contracting them is.
- **Private Mobility Technology Companies:** These companies are private businesses that can either provide full turnkey service or the software and technology to enable service through another provider. Via and TransLoc are two examples of technology companies who can either provide the full suite of transit services (vehicles, drivers, etc.) or the technology to support an existing fleet. They would not be a grant recipient; instead, the contracting agency would assume this role.

Demonstration Project Assistance Application Process

Grant Information

All of the costs detailed so far are under the FTA 5311 program, which is the formula grant program for rural areas (the City of Franklin and the outlying counties are considered rural for the purposes of federal planning efforts). However, DRPT's MERIT state aid grant program includes a grant application opportunity to assist in the development and implementation of demonstration projects (also called pilot projects). New transit service in areas without existing service are eligible for this program, the case being considered in the City of Franklin, which currently only has paratransit service. Specifically,

The Demonstration Project Assistance program is a competitive grant program that intends to support local efforts to improve transit reliability, access and connections to housing and employment centers, and transit mobility options. Demonstration projects also serve as models and opportunities for learning and replication for other transportation agencies throughout the Commonwealth.¹

Additionally, the goals of new service are to:

- Improve the efficiency of public transportation providers in all functional areas
- Offer creative approaches to identify and penetrate travel markets for public transportation systems
- Increase private sector involvement in all areas of public transportation
- Raise the utilization and productivity of existing public transportation services
- Improve public transportation services for people with disabilities

While eligibility requirements are flexible, there is a requirement of commitment on behalf of the locality wishing to provide the transit service. Namely, the applicant must indicate there is a need for the service to be provided, there is long-term support for the service, and there is a high level of readiness to move forward if funding is awarded.

¹ https://www.drpt.virginia.gov/media/w5vnyi2u/fy24-transit-and-commuter-assistance-grant-application-manual_v2final.pdf

Estimated Grant Requests

Per DRPT’s FY 2024 Transit and Commuter Assistance Grant Application Manual, the demonstration project assistance grants are funded at 80 percent with state funds, requiring a 20 percent local match. The estimated costs of implementing and operating *fixed route service* are found in Table 4.

Fixed Route Service Line Item	Year 1 Cost	Year 2 Cost	Notes
Annual Operations Cost	\$112,840	\$112,840	Based on \$35 per revenue hour estimate for 1 vehicle
Advertising and Support	\$50,000	\$25,000	Variable based on need
Total	\$162,840	\$137,840	
Local Match Requirement	\$32,568	\$27,568	Up to 20 percent

Table 4. Estimated costs associated with Fixed Route Service implementation and operation

The estimated costs of implementing and operating *fixed route service* are found in Table 5. While a range was offered in the operating estimates, for the purposes of determining a cost for the grant application the midway point of that range was used (\$62.50 per revenue hour).

Microtransit Service Line Item	Year 1 Cost	Year 2 Cost	Notes
Service Initiation Fee	\$25,000	-	Based on average of multiple providers
Annual Operations Cost	\$201,500	\$201,500	Based on \$62.50 per revenue hour estimate for 1 vehicle
Advertising and Support	\$50,000	\$50,000	Variable based on need
Total	\$276,500	\$251,500	
Local Match Requirement	\$55,300	\$50,300	Up to 20 percent

Table 5. Estimated costs associated with Microtransit Service implementation and operation

These tables include grant assistance for two years. This is not typical for this type of grant, but given the context of the service, it is recommended that the City of Franklin request two years of assistance. The FY 2024 Transit and Commuter Assistance Grant Application Manual states that “[d]emonstration projects should be designed to conclude within approximately one to two years of the initiation of service. Under justifiable circumstances, funding for demonstration projects can be provided for up to three years.”

Implementation Schedule

The first step in the implementation of the selected service scenario is to submit an application for DRPT's Transit Demonstration Project Assistance program. For FY23, the application is due February 1. If awarded, the funds would be available on July 1, 2023. It is recommended that the grant period should be at minimum 24 months, which would allow for six months of initialization and 18 months of service.

A full implementation schedule is found in Figure 5. Under this plan, transit service would begin six months after the receipt of demonstration project assistance grant funds on January 1, 2024. This would provide lead-up time for procurement, contractual needs, training, and advertising. Transit service under the assistance grant would continue for 18 months until July 1, 2025 at which time regular FTA 5311 funding would kick in.

	2023												2024												2025											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
DRPT Grant Application Due (Feb. 1)																																				
Procurement and Provider Research																																				
Grant Funding Awarded (Jul. 1)																																				
Grant Duration (24 Months)																																				
Pilot Program (Year 1)																																				
FTA 5311 Grant Application (Feb. 1)																																				
Grant Funding Awarded (Jul. 1)																																				
Regular Operations (FTA 5311)																																				

Figure 5. Recommended implementation schedule



*Office of the City Manager
Amanda C. Jarratt*

January 18, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Isle of Wight Revenue Sharing

Background Information

As you all are aware the City of Franklin has a revenue sharing agreement with Isle of Wight County that has been in effect since the 1980's. Attached is a timeline of the series of lawsuits and between International Paper. Most recently, Isle of Wight County was ordered to pay back International Paper \$8.3 million which includes principal and interest. The principal amount is \$5.5 million. The City of Franklin's portion of the principal amount that we are required to reimburse Isle of Wight County is \$1.2 million. Isle of Wight County has agreed to allow the City of Franklin to have a reduction in our contribution from them in the amount of \$300,000 per year over a four year period to lessen the financial burden on the City of Franklin. The other option available to the City is pay Isle of Wight County the full amount. Staff would recommend a repayment over time to lessen the financial burden on the City.

Needed Action

Provide direction to staff.

International Paper vs Isle of Wight County

M&T and Real Estate Timeline

- Dec. 29, 2014 - IP appealed to Circuit Court for Correction of M&T assessments for tax years 2012–2014
- Aug. 28, 2016 - Commissioner announced changes to M&T methodology to 40% of cost effective for tax year 2016
- Oct. 20, 2016 – Board of Supervisors raised the M&T tax rate from \$0.70 per \$100 of assessed value to \$1.75 per \$100 of assessed value
- Feb. 13-21, 2017 - Circuit Court M&T Trial
- March 15, 2017 - Circuit Court ordered \$2.4M plus interest be refunded to IP
- April 13, 2017 - IOW Appealed Circuit Court decision
- May 11, 2017 - IOW Board voted to increase the M&T rate to \$4.24
- Aug. 16, 2017 - IP appealed to Circuit Court for Correction of Real Estate Assessments for tax years 2011-17
- Oct. 27, 2017 - Supreme Court upheld March 15, 2017, Circuit Court ruling
- Feb. 2, 2018 - IP appealed to Circuit Court for Correction of RE assessments for tax year 2017-18
- April 18, 2018 - both real estate appeals were consolidated into one appeal
- May 24, 2018 - IP appealed to the Circuit Court for M&T taxes for 2017
- Sept. 17-24, 2018 - Circuit Court Real Estate Trial
- Oct. 3, 2018 - Circuit Court ruled in favor of the County's real estate case
- Nov. 26-28, 2018 - Circuit Court M&T Trial
- Jan. 31, 2019 - Circuit Court ruled that the County M&T tax did not violate IP's rights in prior refunds or constitute a violation of his 2017 order; the economic retention grants were not unconstitutional and the Board acted legally in raising taxes to cover a general fund shortfall
- April 29, 2019 - IP appealed 2019 Circuit Court ruling dismissing IP M&T tax
- Dec. 3, 2019 - Supreme Court Hearing (3 Justice panel)
- Dec. 20, 2019 - Supreme Court ruled that IP petition for M&T appeal had enough merit to go by the full judicial body
- Sept. 17, 2020 - Supreme Court overturned Circuit Court's 2018 dismissal of IP M&T assessment and returns case to Circuit Court
- June 24, 2021 - Circuit Court reversed Jan. 31, 2019, decision and ruled in favor of IP ordering County to refund 2017 M&T tax of \$5.5M plus interest
- Nov. 1, 2021 - IOW Appealed Circuit Court ruling
- Nov. 3, 2022 - Supreme Court Trial
- Dec. 29, 2022 - Supreme Court ruled in favor of IP

**ISLE OF WIGHT COUNTY
REVENUE SHARING PAYMENT HISTORY**

TAX ¹ YEAR	Paid	FISCAL YEAR	% of Collections in Area	Due by Aug 1 (budget until 21)		TOTAL	Recalculation ²	Difference
				FIRST PAYMENT	True-Up SECOND PAYMENT			
1985-1986		1986-1987	5%	\$ 122,927.12		\$ 122,927.12		
1986-1987		1987-1988	10%	\$ 237,147.00	\$ 14,739.57	\$ 251,886.57		
1987-1988		1988-1989	20%	\$ 570,000.00	\$ 60,036.15	\$ 630,036.15		
1988-1989		1989-1990	20%	\$ 640,000.00	\$ 14,663.04	\$ 654,663.04		
1989-1990		1990-1991	20%	\$ 655,000.00	\$ 16,537.61	\$ 671,537.61		
1990-1991		1991-1992	20%	\$ 665,000.00	\$ 39,551.11	\$ 704,551.11		
1991-1992		1992-1993	20%	\$ 680,000.00	\$ 43,553.98	\$ 723,553.98		
1992-1993		1993-1994	20%	\$ 731,000.00	\$ 37,063.63	\$ 768,063.63		
1993-1994		1994-1995	20%	\$ 910,000.00	\$ 45,996.80	\$ 955,996.80		
1994-1995		1995-1996	20%	\$ 926,250.00	\$ 74,892.91	\$ 1,001,142.91		
1995-1996		1996-1997	20%	\$ 891,250.00	\$ 61,444.59	\$ 952,694.59		
1996-1997		1997-1998	17.8%	\$ 900,000.00	\$ 108,521.67	\$ 1,008,521.67		
1997-1998		1998-1999	17.8%	\$ 900,000.00	\$ 128,688.90	\$ 1,028,688.90		
1998-1999		1999-2000	17.8%	\$ 950,000.00	\$ 187,082.94	\$ 1,137,082.94		
1999-2000		2000-2001	17.8%	\$ 950,000.00	\$ 228,446.24	\$ 1,178,446.24		
2000-2001		2001-2002	17.8%	\$ 950,000.00	\$ 113,937.28	\$ 1,063,937.28		
2001-2002		2002-2003	17.8%	\$ 900,000.00	\$ 274,850.52	\$ 1,174,850.52		
2002-2003		2003-2004	17.8%	\$ 900,000.00	\$ 104,627.71	\$ 1,004,627.71		
2003-2004		2004-2005	17.8%	\$ 900,000.00	\$ 121,307.76	\$ 1,021,307.76		
2004-2005		2005-2006	17.8%	\$ 900,000.00	\$ 158,207.39	\$ 1,058,207.39		
2005-2006		2006-2007	17.8%	\$ 900,000.00	\$ 207,449.51	\$ 1,107,449.51		
2006-2007		2007-2008	17.8%	\$ 900,000.00	\$ 312,506.81	\$ 1,212,506.81		
2007-2008		2008-2009	17.8%	\$ 900,000.00	\$ 374,705.70	\$ 1,274,705.70		
2008-2009		2009-2010	17.8%	\$ 900,000.00	\$ 383,290.97	\$ 1,283,290.97		
2009-2010		2010-2011	17.8%	\$ 900,000.00	\$ 409,231.72	\$ 1,309,231.72		
2010-2011		2011-2012	17.8%	\$ 900,000.00	* \$ 293,025.00 *	\$ 1,193,025.00		
2011-2012		2012-2013	17.8%	\$ 238,835.00		\$ 238,835.00		
2012-2013		2013-2014	17.8%	\$ 530,000.00	\$ 10,850.23	\$ 540,850.00		
2013-2014		2014-2015	17.8%	\$ 600,000.00	\$ 99,140.66	\$ 699,141.00		
2014-2015		2015-2016	17.8%	\$ 680,000.00	\$ 29,170.83	\$ 709,170.83		
2015-2016		2016-2017	17.8%	\$ 680,000.00	\$ 37,304.14	\$ 717,304.14		
2016-2017		2017-2018	17.8%	\$ 720,000.00		* \$ 720,000.00	133,471.06	(586,528.94)
2017-2018		2018-2019	21.8%	\$ 720,000.00	\$ 361,939.00	\$ 1,081,939.00	1,751,077.50	669,138.50
2018-2019	8/1/2019 (FY20)	2019-2020	21.8%	\$ 1,037,172.71	\$ 40,957.45	** \$ 1,078,130.16	995,520.60	(82,609.56)
2019/2020	8/1/2020 (FY21)	2019-2020	21.8%	\$ 1,054,851.52		** \$ 1,054,851.52		\$ 0.00
2020/2021	8/1/2021 (FY22)	2020-2021	21.8%	\$ 996,215.26		\$ 996,215.26		
2021/2022	8/1/2022 (FY23)	2021-2022	21.8%	1,048,005.81		\$ 1,048,005.81		

* Calculation based on FY Budget

2. Recalculation for change to % & applied IP refund, M&T incr

** expense should be applied to FY of occurrence; previously paying behind; corrected to apply to FY of collection; payments are applied to correct FY but paid during following FY 8/1

1. second half of tax year + 1st half following tax year began with twice a year tax billing

Reconciliation 2016-2019

FRANKLIN REVENUE SHARE RECONCILIATION

Share Percentage Adjustment per MOU

<i>Initial</i>	<u>FY Paid</u>	<u>Total Paid</u>	<u>FY Coll</u>	<u>Corrected/ True Up</u>	<u>Due To (From)</u>	<u>Balance</u>
680,000	16-17	717,304.14	15-16	717,304.14	-	
720,000	17-18	720,000.00	16-17*	133,471.06	(586,528.94)	(586,528.94)
720,000	18-19	720,000.00	17-18*	1,751,077.50	1,031,077.50	444,548.56
						Prev Est \$511,938
<i>Addtl Payment</i>	18-19	361,939.00				82,609.56
1,037,172.71	19-20	1,037,172.71	18-19	995,520.60	(41,652.11)	40,957.45
		<u>3,556,415.85</u>		<u>3,597,373.30</u>		
					FY18-19	
					Due to (From)	<u><u>40,957.45</u></u>

*Small amount owed due to refund of M&T Taxes collected

*Large amount owed due to increased M&T Tax Assmt & Rev Share % incr plus change to IP Property

<u>FY Paid</u>	<u>Total Paid</u>	<u>Date</u>	<u>Collection Yr</u>	<u>Tax Year</u>
16-17	680,000.00	11/2/2016	FY16	2015 <i>estimate</i>
16-17	37,304.14	6/30/2017	FY16	2015 <i>True up</i>
17-18	720,000.00	12/5/2017	FY17	2016 <i>estimate</i>
18-19	720,000.00	8/1/2018	FY18	2017 <i>estimate</i>
18-19	361,939.00	6/27/2019	(FY17&18)	2016-2017 <i>Share Adj</i>
19-20	1,037,172.71	8/1/2019	FY19	2018 <i>estimate</i>
<i>Paid</i>	<u>3,556,415.85</u>			
<i>Due</i>	<u>3,597,373.30</u>			
<i>Balance</i>	<u><u>40,957.45</u></u>			



*Office of the City Manager
Amanda C. Jarratt*

January 17, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Code of Ethics

Background

Staff was asked to present City Council with a Code of Ethics. Attached for your consideration is a Code of Ethics based on the ICMA Ethics guide and other localities in Virginia.

Needed Action

Discuss and provide direction to staff.

Code of Ethics

The Code of Ethics is intended to provide ethical guidelines for City Council members, employees and Council appointed Board and Commission members that are responsive to the public needs and preclude even the appearance of impropriety in the performance of their duties. All City Council members, employees and Council appointed Board and Commission members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City's resources. To this end, City Council members, employees and Council appointed Board and Commission members have a responsibility to:

- Perform their duties to the very best of their abilities, treating the public and each other in a courteous manner that is fair and equitable, without regard to race, color, gender, age, religion, national origin, disability, political affiliation, or any other factor unrelated to the impartial conduct of City business.
- Demonstrate integrity, honesty, and ethical behavior in the conduct of all City business. To help maintain these standards, Council members agree to work through the City Manager thereby limiting contact with City employees and agencies except for inquiry purposes. Individual Council members shall not attempt to represent the Council to others except as directed by the President of Council or the respective committee chair.
- Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest. This shall apply to City Council members, employees and Council appointed Board and Commission members when dealing with vendors, customers, and other individuals doing business or seeking to do business with the City.
- Ensure that they do not accept any gift, favor or thing of value that may tend to influence the discharge of their duties, or grant any improper favor, service or thing of value in the discharge of their duties. This is a zero tolerance policy. This shall include the acceptance of a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor. This prohibition shall not apply to the acceptance of any gift, favor or thing of value that benefits the City and/or the community as a whole.
- Ensure that information concerning the property, government or affairs of the City is held confidential, disclosed only with proper legal authorization, and never to advance the financial or other special interest of themselves or others.
- Ensure that all City resources, including City funds, equipment, vehicles and other property, are used in strict compliance with City policies and solely for the benefit of the City. To ensure that city employees do not receive unauthorized or conflicting directives, individual Council members and Board and Commission members without

supervisory responsibilities shall not give direction to city employees and departments except as directed by the majority of Council to the City Manager.

- Avoid any behavior that could fall under the definitions of misconduct in Section 7.2 Discipline of the City's Comprehensive Employee Management System.

Council members, Board and Commission members, department heads and supervisors must take a leadership role in the promotion and execution of the Code of Ethics. All City officials and employees have a responsibility to place cooperation, trust, and respect at the head of all they do.

Adopted: January 9, 2001 (Resolution 2001-07)

HUMAN RESOURCES

[Human Resources \(/human-resources\)](#)

[Code of Ethics \(/human-resources/code-of-ethics\)](#)

[Employment Opportunities \(http://agency.governmentjobs.com/winchesterva/default.cfm\)](http://agency.governmentjobs.com/winchesterva/default.cfm)

[Hiring Process \(/human-resources/recruitment-and-selection\)](#)

[Nondiscrimination Notice \(/government\)](#)

[HOME \(/\)](#) | [E-NEWSLETTER \(/ENEWS\)](#) | [PRIVACY & MEDIA POLICIES \(/PRIVACY-AND-MEDIA-POLICIES\)](#) |
[CONTACT US \(/DEPARTMENT-LISTING\)](#) | [LOG IN \(HTTPS://WWW.WINCHESTERVA.GOV/USER\)](https://www.winchesterva.gov/user)

City of Winchester, Virginia
Rouss City Hall 15 North Cameron Street
Winchester, VA 22601
(540) 667-1815 | TDD (540) 722-0782 | FAX (540) 722-3618
pio@winchesterva.gov (<mailto:pio@winchesterva.gov>)

**SOUTHAMPTON COUNTY
BOARD OF SUPERVISORS
CODE OF ETHICS**

Preamble

The citizens and businesses of Southampton County, Virginia, are entitled to fair, ethical, and accountable local government, which serves as a model for integrity. Effective democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting them; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of mutual respect and civility.

To this end, the Southampton County Board of Supervisors has adopted this Code of Ethics for members of the Board and of the County's boards, commissions, and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Southampton County and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Southampton County Board of Supervisors, or its appointed boards, commissions, and committees.

2. Comply with the Law

Members shall comply with the laws of the United States, the Commonwealth of Virginia, and Southampton County in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of Virginia; the Code of the County of Southampton; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and uncodified county ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Supervisors, its appointed boards, commissions, and committees, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and its boards, committees, and commissions governing the deliberation of public policy issues, meaningful

involvement of the public, and implementation of policy decisions of the Board of Supervisors by county staff.

5. Conduct of Public Meetings

Members shall fully prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Supervisors or its boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This paragraph is not intended to unduly restrict members who have minor business or professional dealings with clients whose matters come before them.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

A member should never accept for himself/herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

11. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as county staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Board shall not appear on behalf of the private interests of third parties before the Board of Supervisors or any board, committee, commission, or proceeding of the County, nor shall members of boards, committees, or commissions appear before their own bodies or before the Board of Supervisors on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the Board of Supervisors, boards, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, members shall explicitly state they do not represent their body or Southampton County, nor will they allow the inference that they do.

14. Policy Role of Members

The Board of Supervisors determines the policies of the County with the advice, information, and analysis provided by the public, boards, commissions, and committees, and county staff. The Board of Supervisors delegates authority for the administration of the County to the County Administrator.

Members, therefore, shall not interfere with the administrative functions of the County or the professional duties of county staff; nor shall they impair the ability of staff to implement Board policy decisions.

15. Independence of Board and Commissions

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of the Board of Supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee, or commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive workplace environment for county employees and for citizens and businesses dealing with the County. Members shall recognize their special role in dealings with county employees and in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the county, the Southampton County Code of Ethics is intended to be self-enforcing.

It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, these ethical standards shall be included in the regular orientations for candidates for the Board of Supervisors, applicants to boards, committees, commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Southampton County Code of Ethics. In addition, the Board of Supervisors, boards, committees, and commissions, shall annually review the Code of Ethics and the Board of Supervisors shall consider recommendations from boards, committees, and commissions to update it as necessary.

18. Compliance and Enforcement

The Southampton County Code of Ethics expresses standards of ethical conduct expected of members of the Southampton County Board of Supervisors, and its boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees, and commissions and the Chairman of the Board of Supervisors have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Board of Supervisors may impose sanctions on members whose conduct does not comply with the County's ethical standards, such as public or private reprimand, formal censure, or loss of seniority or committee assignment. Where allowed by law, the Board of Supervisors also may remove members of Board-appointed boards, committees, and commissions from office.

In enforcing the provisions of this code of ethics, the Board shall take reasonable steps to assure a fair hearing guided by the principles of due process that is guaranteed by the Constitution of Virginia and the 14th amendment of the Constitution of the United States.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Board of Supervisors, board, committee, or commission decision.

**SOUTHAMPTON COUNTY BOARD OF SUPERVISORS,
AND ITS BOARD, COMMITTEE, AND COMMISSION APPOINTEES
MEMBER STATEMENT**

As a member of the Southampton County Board of Supervisors, or of a Southampton County board, committee, or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the County and conduct myself by the following standards. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Southampton County;
- Treat all people with whom I interact in the manner I wish to be treated.

I affirm that I have read and understand the Southampton County Code of Ethics.

Signature: _____

Date: _____

Name (printed): _____

Office or Position: _____



**CITY OF FRANKLIN
CITY COUNCIL
CODE OF ETHICS**

Preamble

The citizens and businesses of the City of Franklin, Virginia, are entitled to fair, ethical, and accountable local government, which serves as a model for integrity. Effective democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting them; that public officials be independent, impartial and fair in their judgement and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of mutual respect and civility.

To this end, the City of Franklin City Council has adopted this Code of Ethics for members of the Council and the commissions, and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the City of Franklin and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the City of Franklin City Council, or its appointed boards, commissions, and committees.

2. Comply with the Law

Members shall comply with the laws of the United States, the Commonwealth of Virginia, and the City of Franklin in the performance of their public duties. These laws include, but are not limited to, the United States and Virginia constitutions; the Code of Virginia; the Code of the City of Franklin; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and uncodified county and/or city ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Council, its appointed boards, commissions, and committees, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City Council and its boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall fully prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the City Council or its boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This paragraph is not intended to unduly restrict members who have minor business or professional dealings with clients whose matters come before them.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

A member should never accept for himself/herself or for family members, favors, or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

11. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as city staff time, equipment, supplies, or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the City Council or any board, committee, commission, or proceeding of the City of Franklin on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the City Council, boards, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, Council shall explicitly state they do not represent their body or The City of Franklin, nor will they allow the inference that they do

14. Policy Role of Members

The City Council determines the policies of the City with the advice, information, and analysis provided by the public, boards, commissions, and committees, and the City staff. The City Council delegates authority for the administration of the City to the City Administrator.

Members, therefore, shall not interfere with the administrative functions of the City or the professional duties of the City staff; nor shall they impair the ability of staff to implement City policy decisions.

15. Independence of Council and Commissions

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of the City Council shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee, or commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with the City employees and in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the City, the City of Franklin Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, these ethical standards shall be included in the regular orientations for candidates for the City Council, applicants to the boards, committees, commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the City of Franklin Code of Ethics. In addition, the City Council, boards, committees, and commissions, shall annually review the Code of Ethics and the City Council shall consider recommendations from boards, committees, and commissions to update it as necessary.

18. Compliance and Enforcement

The City of Franklin Code of Ethics expresses standards of ethical conduct expected of members of the City Council, and its boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Mayor, Vice-Mayor, and other members of Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as public or private reprimand, formal censure, or loss of seniority or committee assignment. Where allowed by law, the City Council also may remove members from Council appointed boards, committees, and commissions from office.

In enforcing the provisions of this code of ethics, The Council shall take reasonable steps to assure a fair hearing guided by the principles of due process that is guaranteed by the Constitution of Virginia and the 14th amendment of the Constitution of the United States.

A violation of the Code of Ethics shall not be considered a basis for challenging the validity of the City Council, board, committee, or commission decision.

**THE CITY OF FRANKLIN CITY COUNCIL,
AND ITS BOARD, COMMITTEE, AND COMMISSION APPOINTEES
MEMBER STATEMENT**

As a member of the City Council, City of Franklin board, committee, or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the City and conduct myself by the following standards. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the City of Franklin;
- Treat all people with whom I interact in the manner I wish to be treated.

I affirm that I have read and understand the City of Franklin Code of Ethics.

Print Name: _____

Signature: _____

Date: _____

Title: _____



*Office of the City Manager
Amanda C. Jarratt*

January 18, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention. A briefing on the radio system findings is scheduled for February 27, 2023.
- Staff is working to schedule a retreat for City Council to discuss the City's vision, goals, and objectives. Additional details will be provided in the coming weeks.
- City Office's will be closed on Monday February 20, 2023 in observance of Presidents Day. Trash collection for Monday's route will occur on Tuesday February 21, 2023.